

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Ceiling Matters

FROM:

C/HRPS/OP
1012 Ames Bldg

EXTENSION

NO.

DATE

2 June 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/OP-PA&E
1006 Ames Bldg.

13 JUN 1982

B

Ben:
 Stan, Dave and I
 are getting together
 on Monday to discuss
 how to get a better
 handle on the use &
 control of non-civilian
 FTE.
 Pete

2.

3. DD/OP
5 E 58 Hqs.

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11.

12.

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15.

D/Pers
82-6916

2 June 1982

MEMORANDUM FOR: Deputy Director of Personnel

FROM: [redacted]
C/HRPS/OP

SUBJECT: Ceiling Matters

1. As discussed on the phone, I am in agreement with [redacted] draft memo on options for FTE control. The computer tells me that it would be very expensive to try to cover an overage in non-ceiling FTE by not filling positions. At this late date, we would have to leave [redacted] positions unfilled to get an offset of [redacted] FTE many years. ("Non-ceiling" = FTE attributed to non-ceiling positions).

2. You expressed an interest in the distribution of the overage in non-ceiling FTE use. The following chart is based on the FTE report as of 15 May 82. It projects annual FTE use by applying the ratio [redacted] to the current total for [redacted] FTE reporting periods. This ratio will give a conservative estimate of annual use, slightly less than [redacted] estimate, but I am not really quarreling with his estimate.

Directorate	Non-ceiling FTE Target	Projection (26/16 x current use 16 periods)	Excess	Hold-back Positions (Offset)
DCI				
DDA				
DDO				
DDI				
DDS&T				
TOTAL				

In the above table, the column on hold-back positions indicates the number of positions that could be held back to offset an overage in non-ceiling many years. It is derived from the overall data in paragraph one, that [redacted] positions would be equivalent to 18 many years, which is a ratio of slightly more than [redacted]

3. I attach the two computer sheets that back up paragraph 1. Sheet I is the calculation of FTE associated with a final strength of [redacted] Sheet II is the equivalent calculation associated with a final strength of [redacted] It is [redacted] many years

SECRET

lower than the first. Please don't worry about the fact that both FTE totals are slightly higher than the ceiling of These calculations are based on strength figures that include some unpaid LWOPs who are not calculated in the official FTE reports based on payroll data.

25X1



25X1

Attachments

STAT

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Next 1 Page(s) In Document Exempt

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ROUTING AND TRANSMITTAL SLIP

Date

1 June 1982

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. DD/Personnel

2.

3. D/Personnel

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

To 3: Revamped per your discussion with Gene.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

C/SPD

Room No.—Bldg.
806 AMES

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
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ROUTING AND RECORD SHEET

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D/Personnel

EXTENSION

NO.

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Executive Director

2.

3.

4.

5.

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15.

MEMORANDUM FOR: Executive Director

FROM: James N. Glerum
Director of Personnel

SUBJECT: Distribution of FY 1982 Ceiling Relief

25X1 1. Now that the Congressional committees have posed no objection to our exceeding ceiling by ☐ full time employees and OMB has increased our FTE ceiling, we will schedule more people to enter on duty in FY 1982. A system to control hiring within the ☐ limitation will, however, continue to be needed. I suggest that a system based on FY 1983 ceiling increases in relation to current needs and the number of applicants likely to be cleared and available this fiscal year would be most equitable. A calculation of these factors results in the following allocations:

DCI
DDA
DDI
DDS&T
DDO
Total

☐

25X1

If, as we approach the end of the fiscal year, it becomes evident that portions of these allocations will not be used, they will be reallocated as necessary in order to ensure the entire ☐ authorization is committed.

25X1

2. These allocations will permit the hiring of the regularly scheduled July class of Career Trainees for the DDO. It will also allow us to bolster our cadre of engineers, scientists, technicians, linguists, and foreign area specialists. In addition, we will be able to alleviate the critical shortage of clerical employees throughout the Agency. Finally, it will allow the Office of Personnel sufficient resources to maintain the current pace of its recruitment and placement efforts and thereby bring the Agency up to its FY 1983 ceiling as expeditiously as possible.

James N. Glerum

APPROVED:

Executive Director

Date

25X1

How control use of PT/I FTE:

- 1) As long as projected use of FTE does not exceed ceiling (control), no special controls.
- 2) If a projected overage is in PT/I FTE is not offset in PFI FTE, then institute special controls.
 - a) D/PERI will announce the anticipated overage at Conf. meeting.
 - b) The responsible agency will prepare a plan ^{within 2 weeks} to reduce use of PT/I FTE or to offset it.
 - c) If an efficient plan is not forthcoming, D/PERI will approve of EXDIR, will institute a freeze on FOD's for the Directorate concerned. (Conjecture possible)
 - d) OT will track gain and loss statistics on man-ally personnel to improve analysis and position of funds with consideration of personnel factors.

D/PERI. News to DO's

no. agreed to live within ceiling.

Need for immediate change or will institute holdbacks